

~~GENERAL HEADQUARTERS~~
Supreme Commander for the Allied Powers
Military Intelligence Section, General Staff

28 November 1945

Memo to: _____

Subject: Handling of Japanese Documents.

1. Reference is made to SCAP Gen. Order No. 9 dated 2 Oct 1945 and memorandum dated 21 Oct 1945 (file 386.3) subject, "Handling and Exploitation of Surrendered Japanese Documents" from this office.
2. Representatives of Army, Corps, and Division G-2's have been locating and collecting documents in the areas under their jurisdiction.
3. These documents will remain in place or central depositories until screened by ATIS and WDC language personnel.
4. The documents will not be removed from site or central depositories if previous notice has been filed with WDIT G-2, SCAP, requesting that such documents remain in place for examination. See memo dated 26 November 1945.
5. Subsequent to screening by ATIS and WDC language personnel, documents will ordinarily be crated and shipped to WDC (Adv), Section B, located at U. S. Army Technical Intelligence Center, Tokyo Arsenal #1. However, wherever practicable documents will be shipped from site direct to WDC, Washington.
6. Prior to shipment from Tokyo or from the original site, as the case may be, a Shipping Advice listing the documents in question will be circulated by ATIS to all interested agencies to afford opportunity for scanning and selection of documents needed for further Theater exploitation.
7. Two weeks after the circulation of the Shipping Advice, unrequisioned documents will be shipped to WDC, Washington, where they will be made available to all authorized agencies.
8. Documents requisitioned will be loaned for a thirty day period at the end of which time a decision will be reached as to the need for further retention of the document or reproduction of the document in order that the original or copy thereof may be transmitted to WDC, Washington.
9. Scanning or translation services will not be furnished by WDC (Adv). Documents may be scanned at WDC (Adv) Section B, Tokyo Arsenal #1, or taken out on loan for the 30 day period.
10. Agencies acquiring Japanese documents by their own means will furnish a complete inventory thereof to WDC (Adv), through ATIS, using AFPAO WDIT Form No. 1. Under no circumstances will Japanese documents be shipped out of Japan except by clearance with the Chief, WDIT Section, G-2, SCAP.
11. Any questions relating to the handling of Japanese documents will be referred to the Chief, WDC (Adv), room 236, NYK Building through ATIS.

For the A. C. of S., G-2:

W. S. Wood

Colonel, CSC.
Chief, WDIT Section
G-2, SCAP

Incls:

1. Memo dated 21 Oct 1945
2. Memo dated 26 Nov 1945

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
MILITARY INTELLIGENCE SECTION

Advance Echelon

APC 500

21 October 1945

386.3 (21 Oct 45) GB

SUBJECT: Handling and Exploitation of Surrendered Japanese Documents.

TO : See Distribution.

1. The provisions of this directive apply to all agencies in Japan and Korea that represent United States interests in the collection of documents.

2. For the convenience of all concerned the following extracts of existing directives are quoted:

a. SOPI NO. 4c, Hq AFPAC, dated 8 August 1945.

SECTION I

BASIC POLICY

2. The examination of Captured Documents and prisoners of war under AFPAC is the exclusive responsibility of the theater pool called Translator and Interpreter Service (TIS). Uniformity of procedure and centralized control are essential to the production of the maximum intelligence from captured documents and prisoners of war at all intelligence echelons with the minimum of delay in transmission.

b. Basic Intelligence Plan, "Blacklist" operation, Annex 5d, Hq AFPAC, dated 14 August 1945.

SECTION V

THE HANDLING OF CAPTURED ENEMY DOCUMENTS

THE PROBLEM OF DOCUMENTS:

3. . . . It will therefore be necessary for Language Detachments to select for evacuation through normal channels to Translator and Interpreter Service, GHQ, only such documents as are of immediate general importance. The remainder will, so far as possible, be left "in place" after arrangements have been made for their safeguarding. Documents which cannot be so left must be carefully collected in central repositories to await final disposition.

PASIC: Ltr, file 386.3, to (Distribution), subj: "Handling and Exploitation of Surrendered Japanese Documents," dtd 21 Oct 45--2.

4. . . . Although they (Intelligence Agencies) are free to collect what documents they require, permission to take them out of the area must be obtained from the Army TIS Advanced Echelon (Document-Interrogation Center) concerned, and the removal registered there. There are represented at GHQ many agencies who will require to see documents for action in Japan before they are evacuated.

7. . . . It will be necessary for all such documents (those dealing with Japanese war effort and organization for warfare) to be specially listed and marked as documents that must eventually be evacuated or destroyed.

DOCUMENT PROCEDURE.

9. A brief summary is given below of the policy to be adopted in handling documents:

(iii) Evacuation through established military channels to TIS, GHQ.

(iv) No documents will be removed by anybody without the permission of the local TIS Advanced Echelon (Document-Interrogation Center).

RESPONSIBILITIES OF ARMIES:

11. (i) Arranging for seizure and safeguarding of documents.

(ii) Detailed planning for the handling of documents throughout their areas of responsibility.

(iii) Establishment of such TIS Advanced Echelons as may be required in addition to those Language Attachments and TIS Advanced Echelons operating with Divisions, Corps, Armies and Task Forces.

c. General Orders No. 9, GHQ SCAP, dated 2 October 1945.

4. The organization and function of technical military intelligence in this theater is designed to accomplish the following primary objectives:

b. . . .

(5) To focus all field agencies of the Ground, Naval and Air Forces through ATIS for all document activity.

5. For effective coordination, the following policy provisions will be enforced by subordinate echelons:

BASIC: Ltr, File 386.3, to (Distribution), subj: "Handling and Exploitation of Surrendered Japanese Documents," dtd 21 Oct 45--3.

e. To protect intelligence materiel and records in limited numbers against exploitation by a single research agency, their removal will be cleared through the Occupation Force Commander, in order to make these items accessible to other intelligence agencies.

3. The following procedure will govern the handling and evacuation of all documents from Japan and Korea:

a. Documents to be evacuated will be selected at target site by occupation force representatives or intelligence team such as U. S. Bombing Survey, Nav Tech Rep, etc.

b. Each intelligence team will be accompanied by an ATIS representative to be furnished by the occupation force commander of the area in which the team is operating. This representative will assist the field team in screening of documents.

c. Documents selected for evacuation will be prepared for shipment, labelled in accordance with par. 4 and turned over to ATIS representatives by collecting agency. Document will then be evacuated through ATIS channels to Tokyo for registration, packaging, and shipment to USA.

d. All documents emanating from Japan and Korea will be processed through ATIS to Washington Document Center, combined Army-Navy library.

e. Duplicate copies selected by field agencies will upon request be forwarded through ATIS to Washington Document Center, thence to desired addressee. No documents will be evacuated directly to agency in United States by selecting agency in Japan.

f. To insure ultimate availability of all documents to all interested agencies, shipping advices of all documents to be evacuated to Washington will be distributed periodically to collecting agencies in Japan, prior to shipment, by Washington Document Center advance echelon at AFPAC.

4. a. To insure the expeditious handling of documents, care will be exercised by selecting agencies in packaging and labeling of documents.

b. Each document or bundle of documents will be accompanied by AFPAC WDIT Form No. 1 completely filled out.

BASIC: Ltr, File 386.3, to (Distribution), subj: "Handling and Exploitation of Surrendered Japanese Documents," dtd 21 Oct 45--3.

c. Two additional copies of the above form will be prepared for each document or bundle of documents and will be forwarded to ATIS separately from documents.

5. Any surrendered documents now on hand in collecting agencies may be retained by the agency as long as documents are being exploited. Upon completion of local exploitation, documents will be forwarded to ATIS in accordance with par. 4.

6. Where documents are required for immediate exploitation locally, ATIS representative with collecting agency will release to team, document with properly completed form attached. Pursuant to par. 4 above, two copies of form will be forwarded to ATIS. Upon completion of local exploitation, document will be evacuated to ATIS in accordance with par. 3, accompanied by copy of such translation as has been completed. Original AFPAC WDIT Form No. 1 will remain attached to document until it is finally delivered to ATIS.

7. The following serial number blocks are assigned:

G-2, Eighth Army	1 - 1000
G-2, Sixth Army	1001 - 2000
G-2, XXIV Corps	2001 - 3000
NavTechJap	3001 - 4000
Econ. & Sci. Sec.	4001 - 5000
U.S. Strat. Bomb Survey	5001 - 6000
Atomic Bomb Survey	6001 - 7000

For the A. C. of S., G-2:

H. G. WOOD
Colonel, Infantry
Chief, WDIT Section
G-2, SCAP

1 Incl: AFPAC WDIT Form No. 1.

Screening Agency _____
(Intelligence Team)

Place _____ Date _____
(Geographic Location)

Target Number _____ Secured by _____
or (Tactical Unit)

War Department
Intelligence Section Serial Number _____

Title or Category _____

Issuing Authority _____

Date or Period of Issue _____

Description of Item and Contents _____

(Do not write below this line)

To be checked by WDC screening:

Recommended disposition:

1. To ATIS for immediate partial or complete translation.
2. To ATIS for partial or complete translation and evacuation to WDC.
3. To ATIS for immediate evacuation to WDC.
4. To ATIS for destruction.
5. To be retained for local exploitation.

WDC Screening Remarks:

AFPAC WDIT Form No. 1

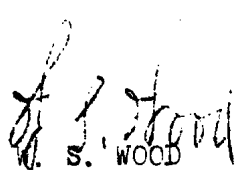
GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
MILITARY INTELLIGENCE SECTION

APO 500
26 November 1945

MEMO TO:

1. At the present time a great burden is being placed upon the troops in the field by the necessity of furnishing guards to protect equipment, documents, installations, etc., throughout their areas.
2. In order that this burden be reduced to the minimum, it is requested that you inform us of any building, dump, document, etc., which has been guarded to protect items of interest to your sections and which no longer needs to be so guarded.
3. Should there be any documents in the field which you wish brought to Tokyo for study or for shipment to the United States Document Center, it is requested that you so inform us.
4. Further, should there be any installations or documents in the field that you are particularly desirous of having preserved untouched until you exploit them, it is requested that you notify us with the least possible delay, at the same time stating the estimated date upon which your investigation will start.

For the A. C. of S., G-2:


S. WOOD
Colonel, G.S.C.
Chief, WDIT Section
G-2, SCAP